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ABSTRACT

This handbook provides process information on California's relocatable classroom program and contains the application process, information on preparing for delivery of relocatable classroom(s), district responsibilities of relocatable classroom(s), and documentation required for reimbursements. Regulations regarding special circumstances such as building plans and alterations, removal/relocation of state relocatable classrooms, and district purchasing or "buyout" of state relocatable classroom(s). Furniture and equipment regulations conclude the document. (GR)

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State Relocatable Classroom Program

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Preface

About this Handbook

This handbook contains topics relating to the State Relocatable Classroom Program. These topics help organize the program's process and make it easier to locate specific information. The first topic is an "Overview" of the key points of the program. It also includes a description of the administering body of the Law. The remaining topics follow the program's application process.

About this Format

This handbook has been developed using the Information Mapping® method. Information is presented topically, eliminating the use of numbered section references. First, locate the topic you want using the Table of Contents. Then, you can quickly locate specific information on a particular topic by scanning key labels provided in the left margins.

Symbols used in this Handbook

The symbols used throughout this handbook have the following meanings:

- bullets indicate lists of items or topics
- examples and exhibits generally follow topic discussions
- the symbol ¦ is used to denote the end of a topic

Updates

To obtain the latest version of this handbook you may:

- download it from the **Internet** (at no cost), *http://www.dgs.ca.gov/opsc/port.htm*, or,
- complete the Form *OPSC 120 - Publication Order Form* located on the Internet, *http://www.dgs.ca.gov/ opsc/forms.htm;* or,
- Call the OPSC at (916) 322-4774, Publication Desk ❦

Overview

Introduction

The State Relocatable Classroom Program provides classroom facilities to house the districts' kindergarten through 12th grade student population. This handbook provides guidelines necessary to prepare an application under the provisions of the State Relocatable Classroom Law, Chapter 14, Part 10, Section 17085. (Previously Chapter 25, Part 10, Section 17785)

Eligibility Criteria/ Priority of Funding

On January 25, 1995, the SAB established the current eligibility criteria for funding priority levels. The priority levels determine the order in which buildings will be approved for placement. The priority levels for funding are:

PRIORITY LEVEL	CRITERIA
A	The standard eligibility formula uses basic teaching station loading standards and a one year projection for Average Daily Attendance (ADA) as determined by the Form *SAB 41*; or, The district application for State Relocatable Classrooms may be based on the number of teaching stations approved (but not yet constructed) pursuant to the State School Building Lease-Purchase Law of 1976.
B	Eligibility based on unhoused community day pupils.
C	Applicant may not be eligible under the above priorities but is applying for the number of State Relocatable Classrooms for which the district agrees to hire an additional teacher.
D	Eligibility based on interim housing needs during a modernization project.
E	Eligibility based on: • licensed child day care programs; or • Recreation and enrichment activity programs for school-age children on a school site

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Approval Conditions

The following conditions shall apply to all applications for State Relocatable Classroom:

- Applicants must submit the completed site and building plans to the Division of State Architect (DSA) within 60 days of receiving the manufacturers building plans from the OPSC or the building(s) may be reassigned to another district .
- Applicants must accept delivery of the classroom within 60 days after the building is deemed available by the OPSC or the building assignment may be reallocated.

California Environmental Quality Act (CEQA)

Applicants must certify compliance with the California Environmental Quality Act (CEQA) on the application, *School District/County Superintendent of Schools Application to Lease State Relocatable Classroom(s)* - Form *SAB 25-2*.

Should you have questions regarding the CEQA contact the OPSC for special assistance. In instances where State Relocatable Classrooms are placed on more than one school site, the CEQA requirement applies separately to each site.

Multi-Track Year-Round (MTYRE)

Applicants other than high school districts must certify on application, *School District/County Superintendent of Schools Application to Lease State Relocatable Classroom(s)* - Form *SAB 25-2*, that it meets the Multi-Track Year-Round Education (MTYRE) requirement addressing the feasibility of the district to proceed on a multi-track year-round education calendar by the California Department of Education.

Specific guidelines and requirements for MTYRE may be obtained from the:

Waiver and Review Committee
California Department of Education
School Facilities Planning Division
P.O. Box 944272
Sacramento, CA 94244-2720
(916) 327-5462

Application Process

Introduction

To lease State Relocatable Classrooms the district provides initial information verifying eligibility. In addition, the applicant must certify that it meets the conditions as outlined on the application (Form *SAB 25-2*).

Required Documents Before SAB Approval

The following documents are required to prepare an application for SAB approval of a State Relocatable Classroom(s):

- *Enrollment Certification -Form SAB 411*
- *Eligibility Worksheet -Form SAB 25-1*
- *School District/County Superintendent of Schools Application to Lease State Relocatable Classroom(s) - Form SAB 25-2*

Required Documents After SAB Approval

The following documents are required after SAB approval:

- *Site Readiness Certification - Form SAB 25-3*
- *Certification for Reimbursement - Form SAB 25-4*

Acquisition Process After SAB Approval

The OPSC will review the application and upon determination of a completed package and when relocatables are available, presents the application to the SAB for consideration of approval. After approval of the application, the applicant:

- Selects an architect to develop site plans for DSA approval.
- Contracts for electrical services, if applicable.
- Purchases Furniture and Equipment and requests reimbursement for eligible costs on *Certification of Reimbursement (Form SAB 25-4)*.

Selected Architects responsibilities:

- Attain manufacturers building plans
- Submits site and building plans to DSA within 60 days of attaining manufacturer's building plans.
- Delivers a copy of the DSA approved site and building plans to the OPSC and the building manufacturer.
- District and Architect select a site inspector, sends the *Verified Report (Form SSS-6) and Building Inspector Qualification Record (Form SSS-5)*, for DSA approval.
- Contacts the OPSC for the scheduled delivery date.
- Issues a final, 100% complete, *Verified Report (Form SSS-6)* for the DSA and sends copy to the OPSC.
- Signs "Notice of Completion" for the DSA and the OPSC.

Preparing for Delivery of State Relocatable Classroom(s)

Introduction

The district is responsible for obtaining the architectural and on-site inspection services needed for delivery and placement of the State Relocatable Classroom(s). The costs associated with the site preparation, electrical hook-up, fire alarm hook-up and DSA plan check are reimbursable up to a maximum of $9,450.00 per building. The district is responsible for the insurance and normal maintenance of the State Relocatable Classroom(s). These costs are not reimbursable by the SAB.

Site Preparation

The District, at its own expense, must make the following site preparation prior to the delivery of the State Relocatable Classroom:

- Prepare a location on the school site that is cleared and graded with the elevation of a 30 X 50 pad within 9" of level in any direction.
- Determine that the site has a minimum soil bearing capacity of 1,000 pounds per square foot.
- The location and access must allow for maneuvering space of, or the entry turnaround and exit for a large truck and trailer (85 feet clearance at front or back). Any damages to the districts property or to the site caused by inadequate maneuvering space for the delivery of State Relocatable Classroom(s) is the *responsibility of the district.*
- Furnish a hard surfaced walkway in compliance with Title 21 of the California Administrative Code "Access Public Building by Physically Handicapped Persons."
- Connect the building to an adequate fire alarm system in accordance with the law.

Delivery of State Relocatable Classroom(s) to Site

Classrooms will be delivered and installed by the building manufacturer when the site plans have been approved by the DSA. The plans must indicate the building location, handicap access, fire alarm connection, and electrical service. Any deviations from the approved plan must be made by a change order approved by the DSA.

District Responsibilities of State Relocatable Classroom(s)

Utility Costs

The completion of design and construction of the electrical and fire alarm connection is the responsibility of the school district; however, the districts will be reimbursed for the electrical hook-up cost in accordance with SAB policy. See page 6 for reimbursement amounts.

Lease of State Relocatable Classroom(s)

The district must make lease payments of $4,000 per year for each State Relocatable Classroom delivered. The lease will start once the state contractor or manufacturer has completed set-up of the building and has submitted a Verified Report (Form SSS-6) to the OPSC, but not more than 30 days after delivery of the building to the site.

Hardships

The SAB policy allows school districts that have a hardship Lease-Purchase Program project to be eligible for a rental decrease of $2000 per year beginning with the 96/97 fiscal year. The reduced rental payment applies only to the State Relocatable located on the site where the "hardship" project is approved.

Maintenance of State Relocatable Classroom(s)

Pursuant to the terms of the lease, districts shall at their own expense undertake all necessary maintenance, repair, renewal, and replacement to ensure the State Relocatable Classrooms are in good repair and working order at all times.

Insurance

Districts are required to keep the property adequately insured at all times at their own expense, with extended coverage for vandalism and malicious mischief. The State must be listed as beneficiary against fire. Insurance effective date must commence on the date of the interim site inspector's Verified Report (Form SSS-6), indicating the manufacturer has completed delivery and set-up of the building.

Occupancy Conditions

The classroom(s) may not be occupied until the completion of the installation as evidenced by issuance of the architect and inspector's final, 100 percent complete Verified Report (Form SSS-6).

Reimbursements

State Relocatable

The district is responsible for obtaining the architectural and on-site inspection services needed to place the Relocatable Classroom(s). The cost associated with the site preparation, electrical hook-up, plumbing connection, DSA plan checking, insurance, and maintenance are also the district's responsibility. The district will be reimbursed up to $9,450.00.

The district must provide the following documentation for reimbursement:

- *Certification for Reimbursement - Form SAB 25-4*
- *Form SSS-6*, from architect and inspector - 100% complete

Special Circumstances

Building Plans

DSA approved building plans are available, at a cost, to architects, school districts, and manufacturers wishing to build relocatable classroom buildings in accordance with SAB/OPSC specifications. Contact the OPSC State Relocatable Classroom Program Team for details.

Building Alterations

No State Relocatable Classroom may be altered or modified in any way without specific approval in writing by the OPSC.

Relocation of State Relocatable Classroom

If the applicant has a greater need for a State Relocatable Classroom at another school within its jurisdiction, it may relocate the classroom at its own expense. However, the applicant must notify the OPSC, in writing, *prior* to relocating the building.

A copy of the architect and inspector's final, 100 percent complete, Verified Report *(Form SS5-6)* must be provided to the OPSC for the new site.

Removal/Return of State Relocatable Classroom

When there is no further need for the Relocatable Classroom buildings, send a letter to the OPSC stating the building number (s) to be returned along with the date the district wishes to return the building(s).

The costs associated with classroom removal, return or reassignment will be borne by the State; however, site restoration costs after termination of use of facilities are the responsibility of the district. The district may be required to restore the classrooms to a "like new" condition and must assure that the state relocatable(s) is totally accessible to the moving contractor. If the moving contractor arrives at the site and the relocatable(s) are not accessible (85 feet clearance at front or back), the school district will be responsible for any additional costs attributable to the move.

District Pre-Purchase of State Relocatable Classroom(s)

The SAB policy dated July 22, 1987, allows eligible applicants to purchase State Relocatable Classrooms with their own funds when adequate funds are not available to the SAB. These costs may be authorized for reimbursement by the SAB when funds are subsequently made available. Contact the OPSC, State Relocatable Classroom Program Team, for details.

District Purchase or "Buyout" of State Relocatable Classroom(s)

Education Code Section 17089.2 allows school districts and County Superintendents of Schools to purchase State Relocatable Classrooms that were under lease on or prior to December 1, 1991, either by outright purchase or by a nine (9) year interest free installment payment plan. Installment payments shall be a minimum of $2,500 for the first year, $2,750 minimum

Continued on the next page

District Purchase or "Buyout" of State Relocatable Classroom(s) (cont.)

for the second year, and not less than $3,000 for the third through ninth year, or until paid off. The purchase price to be paid by the District for each building is determined by utilizing the SAB's base purchase price reduced by the rental payments made by the District. Under no circumstance shall the purchase cost to the district be less than $4,000 per relocatable classroom. Contact the OPSC State Relocatable Classroom Program Team for details.

Furniture and Equipment

Introduction

Included with the State Relocatable Classrooms are allowances for furniture and equipment to accommodate one teacher and up to 30 students.

Ordering Furniture and Equipment

Upon approval of the State Relocatable Classroom Application by the SAB, the applicant is authorized to order furniture to adequately equip a classroom. The OPSC will reimburse the district up to $2,000 per classroom for Furniture & Equipment.

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